

**ST JOSEPH'S CATHOLIC PRIMARY SCHOOL,  
WORCESTER**

Following Jesus in all we do'



**FIRST AID AND MEDICAL**

**POLICY**

**2024-2025**

Contact Details

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## Our aims:

- Ensure the health and safety of all staff, pupils and visitors
- Ensure that staff and governors are aware of their responsibilities with regards to health and safety
- Provide a framework for responding to an incident and recording and reporting the outcomes

## 2. Legislation and guidance

This policy is based on the Statutory Framework for the Early Years Foundation Stage, advice from the Department for Education on first aid in schools and health and safety in schools, and the following legislation:

- **The Health and Safety (First Aid) Regulations 1981**, which state that employers must provide adequate and appropriate equipment and facilities to enable first aid to be administered to employees, and qualified first aid personnel
- **The Management of Health and Safety at Work Regulations 1992**, which require employers to make an assessment of the risks to the health and safety of their employees
- **The Management of Health and Safety at Work Regulations 1999**, which require employers to carry out risk assessments, make arrangements to implement necessary measures, and arrange for appropriate information and training
- **The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013**, which state that some accidents must be reported to the Health and Safety Executive (HSE), and set out the timeframe for this and how long records of such accidents must be kept
- **Social Security (Claims and Payments) Regulations 1979**, which set out rules on the retention of accident records
- **The School Premises (England) Regulations 2012**, which require that suitable space is provided to cater for the medical and therapy needs of pupils

## 3. Roles and responsibilities

### 3.1 Appointed person(s) and first aiders

The school has a large number of trained paediatric first aiders. They are responsible for:

- Taking charge when someone is injured or becomes ill
- Ensuring there is an adequate supply of medical materials in first aid kits, and replenishing the contents of these kits
- Ensuring that an ambulance or other professional medical help is summoned when appropriate (See 4.1)

First aiders are trained and qualified to carry out the role (see section 7) and are responsible for:

- Acting as first responders to any incidents; they will assess the situation where there is an injured or ill person, and provide immediate and appropriate treatment.

- Filling in an accident report on the same day, or as soon as is reasonably practicable, after an incident
- Sending pupils home to recover, where necessary
- Keeping their contact details up to date
- Our school's paediatric first aiders are listed in appendix 1. Their names will also be displayed prominently around the school.

### 3.2 The local authority and governing board

Worcester County Council Authority has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's governing board.

The governing board delegates operational matters and day-to-day tasks to the Headteacher and staff members.

### 3.3 The Headteacher

The Headteacher is responsible for the implementation of this policy, including:

- Ensuring that an appropriate number of trained first aid personnel are present in the school at all times
- Ensuring that first aiders have an appropriate qualification, keep training up to date and remain competent to perform their role
- Ensuring all staff are aware of first aid procedures
- Ensuring appropriate risk assessments are completed and appropriate measures are put in place
- Undertaking, or ensuring that managers undertake, risk assessments, as appropriate, and that appropriate measures are put in place
- Ensuring that adequate space is available for catering to the medical needs of pupils
- Reporting specified incidents to the HSE when necessary (see section 6)

### 3.4 Staff

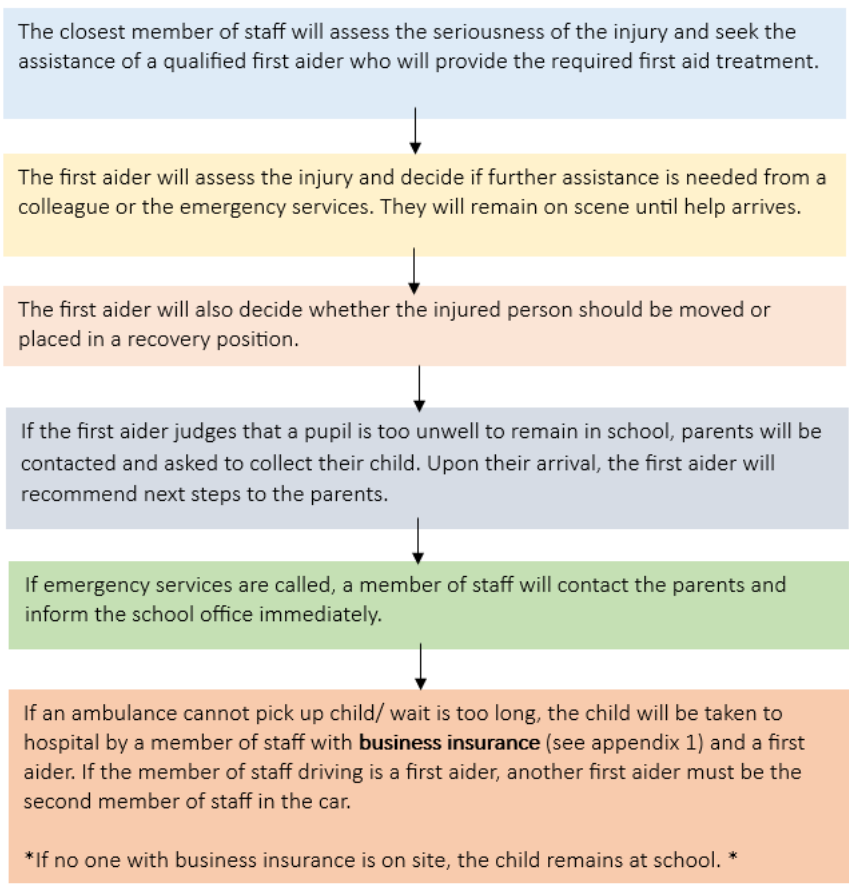
School staff are responsible for:

- Ensuring they follow first aid procedures
- Ensuring they know who the first aiders in school are
- Completing accident reports (see appendix 2) for all incidents they attend to where a first aider is not called
- Informing the Headteacher or their manager of any specific health conditions or first aid needs

## 4. First aid procedures

### 4.1 In-school procedures

In the event of an accident resulting in injury:



Type of Accident	Example	Action	When
Minor	Grazes	Details logged in first aid book and put in child's bag Treated on playground/ office	The same day
Possibly requiring medical/ dental treatment	Severe cuts/ lacerations Impact injury – head bang (anything from the neck up)	Details logged by first aider in first aid book Call to parents to inform the pupil has had a head bump/ severe cut	The same day
Severe	Major injuries e.g. broken bones (not fingers) loss of limbs Death Any injury that requires urgent medical attention an ambulance will be called	Details logged in first aid book and full written statement taken 999 call and parents  If ambulance is not available, child taken to hospital with 2 members of staff (1 with car insurance, 1 first aider. The first aider must be solely responsible for looking after the child and not the driver.) *	24 hours

## 4.2 Off-site procedures

When taking pupils off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details
- Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.
- There will always be at least one first aider with a current paediatric first aid certificate on school trips and visits, as required by the statutory framework for the Early Years Foundation Stage.
- There will always be at least one first aider on school trips and visits in Key Stage 1 and 2.

## 5. First aid equipment

A typical first aid kit in our school will include the following:



- Regular and large bandages
- Eye pad bandages
- Adhesive tape
- Safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- A phone in case an ambulance is needed

No medication is kept in first aid kits.

First aid kits are stored in:

- Cupboard in each classroom. This will be indicated with a first aid sign. 1 mobile phone will be kept in each keystage.



## 6. Record-keeping and reporting

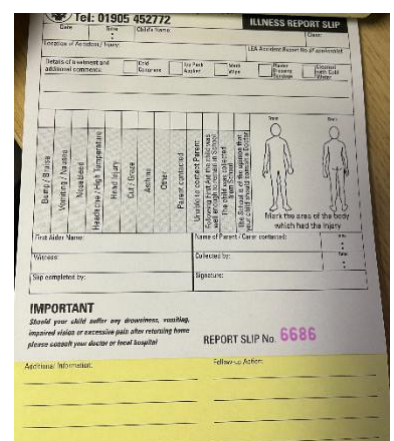
### 6.1 First aid and accident record book

A minor accident form is completed if the injury needs only very minor first aid- a wipe, cold compress, plaster or ice pack for a short time.

For a head bump, parents/ carers will also receive a call from a member of staff and a first aid slip in bag to inform parents. EYFS and KS1 will also receive a red wrist band.

An accident form will be completed by the relevant member of staff on the same day or as soon as possible after a major incident resulting in an injury.

As much detail as possible should be supplied when reporting an accident.



## 6.2 Reporting to the HSE

The Headteacher will keep a record of any accident which results in a reportable injury, disease, or dangerous occurrence as defined in the RIDDOR 2013 legislation (regulations 4, 5, 6 and 7). The Headteacher will report these to the Health and Safety Executive as soon as is reasonably practicable and in any event within 10 days of the incident. Reportable injuries, diseases or dangerous occurrences include:

- Death

Specified injuries, which are:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding)
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or requires resuscitation or admission to hospital for more than 24 hours
- Injuries where an employee is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of the incident)
- Where an accident leads to someone being taken to hospital
- Near-miss events that do not result in an injury, but could have done.

## 6.3 Notifying parents

The class teacher or teaching assistant will inform parents of a head bump accident or injury sustained by a pupil, and any first aid treatment given, on the same day, or as soon as reasonably practicable. Any minor incident will be reported through a first aid slip to go in the child's bag.

## 6.4 Reporting to Ofsted and child protection agencies

The Headteacher will notify Ofsted of any serious accident, illness or injury to, or death of, a pupil while in the school's care. This will happen as soon as is reasonably practicable, and no later than 14 days after the incident.

The Headteacher will also notify local authority child protection agencies of any serious accident or injury to, or the death of, a pupil while in the school's care.

## 7. Medications

### 7.1 Medication brought into school

First aiders can administer prescribed medication if it is not possible for the parent to give at home. This should be in the original packet as prescribed from the doctor with the information sticker clearly displayed on the front. A medical slip will be given to a parent to consent to medication being given. If the slip is not filled out, the medication cannot be given.

St Joseph's Catholic Primary School 'Following Jesus in all we do'	
In School Medication Administration - Parental Request Form	
Date:	
Medical Condition	
Name of Child	
Year Group	
Date of Birth	
Name of Medicine	
Expiry Date	
Dosage and Method of Administration	
Timings	
Special precautions/other instructions	
Side Effects	
Medical needs of Child's Symptoms	
Administered by self or with Supervision	
Daily Care Requirements	
Arrangements for school trips	
Emergency action	
Parental Responsibility	<p><b>The parents of a child at St Joseph's school have a responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Tell the school if their child has a medical condition.</li> <li>• Ensure collection of medication at the end of the school day.</li> <li>• Ensure the school has a complete and up-to-date Healthcare Plan for their child if medication is required on a long-term basis.</li> <li>• Inform the school about the medication their child requires during school hours.</li> <li>• Inform the school of any medication their child requires while taking part in visits, outings or field trips and other out-of-school activities.</li> <li>• Tell the school about any changes to their child's medication, what they take, when and how much.</li> <li>• Inform the school of any changes to their child's condition.</li> <li>• Ensure their child's medication and medical devices are labelled with their child's full name and provide the school with appropriate spares.</li> <li>• Ensure medication is labelled with their child's name.</li> <li>• Ensure that their child's medication is within expiry dates.</li> <li>• Keep their child at home if they are not well enough to attend school.</li> <li>• Ensure their child catches up on any school work they have missed.</li> <li>• Ensure their child has regular reviews about their condition with their doctor or specialist healthcare professional.</li> <li>• Ensure their child has a written care/self-management plan from their doctor or specialist healthcare professional to help their child manage their condition.</li> </ul>
Full name of Parent:	
Parent Signature	

Over the counter medication can not be administered by school staff. This includes Calpol, cough syrups etc.

## 7.2 Administration of Medication

All pupils with medical conditions have easy access to their emergency medication, administer medication themselves or have it administered under the supervision of a named member of staff.

There is no legal obligation for staff to administer medication. Members of staff who are happy to take on the voluntary role of administering medication may administer prescribed and non-prescribed medication to pupils under the age of 16, but only with the written consent of the pupil's parent.

Training will be given to all staff members who agree to administer medication to pupils, where specific training is needed.

All staff attending off-site visits will be made aware of any pupils with medical conditions on the visit. They will receive information about the type of condition, what to do in an emergency and any other additional support necessary, including any additional medication or equipment needed.

If a trained member of staff, who is usually responsible for administering medication, is not available we will make alternative arrangements to provide the service. This is always addressed in the risk assessment for off-site activities.

## 7.3 Storage of medication

All medication is kept in a secure place, in a lockable cupboard in a cool dry place. Staff ensure that medication is only accessible to those for whom it is prescribed and know where the medication is stored. Medication is stored in accordance with instructions, paying particular note to temperature.

It is the parent's responsibility to ensure new and in date medication comes into school on the first day of the new academic year.

### **Safe disposal**

Parents at our school are asked to collect out-of-date medication.

If parents do not pick up out-of-date medication, or at the end of the school year, medication is taken to a local pharmacy for safe disposal.

### **Record Keeping**

Parents are asked if their child has any health conditions or health issues on the enrolment form, which is filled out at the start of each school year. Parents of new pupils starting at other times during the year are also asked to provide this information on enrolment forms.

## **8. Recording of medication**

All parents are required to fill out a medical form with child's medical details (forms are available from the school office). These forms are scanned onto the school system and paper copies destroyed.

We seek permission from the pupil and parents before sharing any medical information with any other

### **Inclusive Environment**

Our school ensures that the whole school environment is inclusive and favourable to pupils with medical conditions. This includes the physical environment, as well as social, sporting and educational activities.

#### **Physical environment**

St Joseph's is committed to providing a physical environment that is accessible to pupils with medical conditions.

Pupils with medical conditions are included in the consultation process to ensure the physical environment at this school is accessible. St Joseph's is committed to providing an accessible physical environment, which includes out- of-school visits, and the school recognises that this sometimes means changing activities or location.

If a pupil is missing a lot of time at school, they have limited concentration or they are frequently tired, all teachers at this school understand that this may be due to their medical condition.

Teachers are aware of the potential for pupils with medical conditions to have special educational needs (SEN). Pupils with medical conditions who are finding it difficult to keep up with their studies are referred to the SEN coordinator. Our SEN coordinator will consult with the pupil, parents and the pupil's healthcare professional to ensure that the effect of the pupil's condition on their schoolwork is properly considered.

## **8. Monitoring arrangements**

This policy will be reviewed by the Head teacher in conjunction with the Health & Safety Governing committee every 2 years.

At every review, the policy will be approved by the full governing board.

This policy will be reviewed in September 2025.

## **9. Links with other policies**

This first aid policy is linked to the:-

Health and safety policy

Risk assessment policy



Appendix 1  
First Aiders

<b>SLT</b>					
Mrs Abi Hackley *Business Insurance*					
<b>EYFS (Preschool and Reception)</b>					
Mrs R Mills	Mrs A Barnas- Stanczyk	Mrs S Thomas		Mrs W Sargent	Mrs E Lowe
Ms L Bennell					
<b>Key Stage 1</b>					
Mr A Oates	Mrs M Orvalle- Torres	Mrs A Pedley	Mrs J Teague	Mrs S Atkinson	Mrs F Ross
<b>Key Stage 2</b>					
Mrs R Evans		Mrs Abi Hackley		Mrs S Mackenzie	

<b>Members of staff with business insurance</b>		
Mrs L Bury	Miss M Annese	Mrs A Hackley

**Contact Information:**

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